

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

February 1997

Issue #19

EASYDOC

Beginning March 3, 1997, NJCFS users will have a new and improved way of entering, correcting and processing transactions with the implementation of EasyDoc. The Office of Management and Budget has trained over 1,000 state employees during the months of January and February. By all accounts, those who were trained were very receptive to the EasyDoc functionality. The Office of Management and Budget has designated support staff to answer questions related to EasyDoc. Agencies should contact their designated support person at the phone number listed below. Administrative Office of the Courts employees should contact Tom Porcelli (633-6646), Beth Reeg (984-3703) or Jeff Wyks (984-5413) with their questions and problems.

DEBBIE BECK

609-292-8721

- Commerce and Economic Development
- Human Services
- Education
- Personnel

MICHELE

SALAMON

609-984-6401

- Environmental Protection
- Agriculture
- Legislature
- Community Affairs
- Transportation

RICH MUTEK

609-292-4786

- Corrections
- Law and Public Safety
- Labor
- State

PATRICIA

SWANSON

609-633-8191

- Health and Senior Services
- Treasury
- Chief Executive
- Military and Veterans' Affairs

NOTE: The preceding names and phone numbers are for EasyDoc data entry questions only.

DECENTRALIZATION OF TRAVEL APPROVAL

Within the next few months, travel transactions (TC, TE, TH and TV) will no longer require final approval by the Office of Management and Budget (OMB). Instead, all travel transactions will require three levels of agency approval. To prepare for decentralization, all agencies should review their approval levels and request any necessary changes to security. The final level of agency approval on travel transactions should only be assigned to an individual who has sufficient fiscal oversight responsibilities regarding an agency's travel expenditures. The Office of Management and Budget will issue revised travel regulations to coincide with the implementation of this policy.

ORDERING BANK DEPOSIT SLIPS

Several General Fund bank accounts have the capability of using encoded information which allows those performing the bank reconciliation to identify which Department/Agency made individual deposits. If your agency is using one of these depository bank accounts, it is important that the deposit tickets be properly encoded. When it becomes necessary to order new deposit tickets, the order should be made through the following individual:

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Connie Mason
Department of the Treasury
Office of Management and Budget
Cash Management Unit
CN 221
Trenton, New Jersey 08625-0221

The primary bank accounts which use this feature are:

<u>BANK</u>	<u>ACCOUNT NUMBER</u>	<u>NJCFS BANK CODE</u>
CoreStates New Jersey National Bank	0000037	37
CoreStates New Jersey National Bank	570370320	25
First Union National Bank	2110000202864	06
Fleet Bank NA	0409200	29

If you have any questions, please call Connie Mason at 633-2164 or Bill Shannon at 292-7008.

FLXG AND FLXB IMPROVEMENTS

The Flexible General Ledger (FLXG) and the Flexible Budgetary Ledger (FLXB) are useful in identifying transaction listings for a particular account. The keys to both ledgers have been modified recently to facilitate referencing of transactions based on the appropriation organization, rather than the lower level organization. This modification was implemented since it is generally easier to recall the appropriation organization than the lower level organization.

The four primary keys on both ledgers are BUDGET FISCAL YEAR, FUND, AGENCY and APPROPRIATION ORGANIZATION. The lower-level organization (TRAN/ORGN) is still part of the key, but with a lower priority than the appropriation organization. As a result, even when the lower level organization is unknown, a scan can be performed starting at the appropriation organization level.

1099 FORMS FOR NJCFS

On January 30, 1997 approximately 9,000 1099 forms generated by NJCFS were mailed. The Office of Management and Budget has two individuals assigned to answer inquiries concerning the forms. They are Maggie Lauer (609-292-8720) and Debbie Beck (609-292-8721). Written inquiries from the recipient of the 1099 can be mailed to:

Bureau of Accounting--1099
33 West State Street, Third Floor
CN 221
Trenton, New Jersey 08625-0221

NOTE: The address and phone numbers listed above are for NJCFS 1099 s only.

Questions concerning 1099's that are issued by other state agencies (e.g., Lottery, Rental Assistance) should be directed to the appropriate agency. All NJCFS 1099 forms have NJCFS in the first line of the payer block of the actual 1099 and 'NJCFS' on the second line of the return address on the envelope.

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CONVERSION PROJECT

The Office of Management and Budget Accounting Bureau has initiated a project to convert prior budget fiscal year carry-forward appropriations, continuing appropriations and revenue accounts of defunct state agencies and organizations to active agencies and organizations. All relevant open orders, requisitions, invoices, grants and projects also will be converted.

In the first of these conversions, OMB staff are currently working with Juvenile Justice Commission personnel and MACS-E representatives of the General Services Administration. All conversions are expected to be completed for budget fiscal year 1998. If you manage prior budget fiscal year accounts that reference a defunct agency or organization, you will be contacted soon regarding conversions.

MACS-E NEWS

CONTRACT NOTICES OF AWARD

Contract Notices of Award (NOA's) addenda can now be viewed on the INTERNET under "Addendum" in the State Contract Listing section of the Purchase Bureau Home Page. All new addenda are currently uploaded. Prior addenda are uploaded by the buyers on the basis of the contract expiration dates (those soon to expire are not uploaded).

INVOICES BY AGENCY AND STATUS

A new screen has been designed and put into production. Invoices by Agency and Status (IAST) enables agencies to do look-ups on invoices based on their agency number and a status code.

NEW PURCHASE ORDER NUMBERS

Some time in mid-March, purchase order numbers beginning with "3" will be exhausted. Rather than resetting the counters back to 3000000, we will be rolling over to a "4" series.

NEW CAPABILITY

Users now have the ability to change header information on the Order Fast Screen (OFST) order screen after lines have been created. The only requirement is that the order status be brought back to status code 405.